

**Subject:** Checking Account for Sunday Westchester Farmers' Market (SWFM) & Invoices

**From:** Donald Duckworth <duckworth.donald@gmail.com>

**Date:** 08/01/2016 08:32 AM

**To:** "Robert E. Smith" <resmith@earthlink.net>

**CC:** Miki Payne2 <miki@hbdrollinger.com>, Les Watt <les@blacktievalet.com>, Cynthia Rogers <westchester.cfm@gmail.com>

**BCC:** Donald R Duckworth <duckworth.donald@gmail.com>

This email will authorize you to fund the SWFM checking account we set-up last week with a \$5,330.00 transfer from the WTC BID as approved by the WBIA Board of Directors at their April 21, 2106 meeting.

Attached is an invoice from Cynthia Rogers, which should be paid from the "Management Fee" line item for the separate and independent 501c3, SWFM. Per the 501c3 Board's approved policy, the invoice protocol will be for President Les Watt to approve invoices for payment, which will then be submitted to me for 2nd approval and submittal to you, the SWFM bookkeeper for check preparation. Checks will require 2 SWFM Board Member signatures and you should submit them to Miki Payne for that purpose.

Let me know of any questions. Thank you.

— Attachments: —

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Invoice 160731 Rogers1 July 2016.pdf

31.7 KB